

Credit River Township

Meeting Minutes

February 21, 2007

Call to Order

Chairman Dan Casey called the meeting to order at 7:05 pm.

Members Present:

Chairman Dan Casey, Supervisor Leroy Schommer, Supervisor Bruce Nilsen

Others Present:

Township Clerk Jerry Maas, Township Treasurer Holly Batton

Minutes of the previous meeting:

Chairman Dan Casey called for Clerk Jerry Maas to review the draft minutes of the February 5, 2007 meeting.

Supervisor Bruce Nilsen made a motion to accept the minutes as read. Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 - 0.

Treasurers Report

Treasurer Holly Batton presented the treasurer's report for January 2007

In view of the fact that there were a couple of items that were unclear, Supervisor Bruce Nilsen made a motion to table the treasurer's report until the next meeting to allow Treasurer Batton to review, Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 – 0.

Open Forum

No items this evening

Agenda Items

1. Finalize Animal Control Ordinance

The board had previously asked attorney Bob Ruppe to contact 4-Paws Animal Control and ask them to review the proposed ordinance. Clerk Jerry Maas presented the board with a copy of the letter from 4-Paws as well as the revised Ordinance.

Supervisor Bruce Nilsen made a motion to adopt the Animal Control Ordinance # 2007-01. Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 – 0.

2. Discuss Prior Lake False Alarm Ordinance

A number of questions arose regarding procedures as to how this ordinance would be enforced. The board asked Clerk Maas to meet with Prior Lake officials as well as Sheriff Studnicka to review these details and to report back at the next meeting.

Based on these questions, the board chose not to act on this item at this time.

3. Discuss Road Right of Way / Encroachment Ordinance

Discussion took place regarding the implementation and associated fees regarding this ordinance. The board asked that a plan of implementation along with a fee

structure be developed before further discussion takes place on this issue. One concern is to differentiate true “obstructions” and dangerous conditions from less imposing structures. A possible solution to this issue would be to concentrate on above grade items only.

4. Other Business

a) CSTS Billing on South Passage / Monterey Heights

Treasurer Holly Batton presented a report on the operations of the Subordinate Services District for this development. She asked the board’s wishes as to when to certify delinquencies to property taxes.

The board instructed Treasurer Batton to develop a written policy that notifies property owners at 90 days that delinquencies will be certified at 120 days.

b) NSF Checks

Supervisor Bruce Nilsen made a motion to charge \$30 for all NSF or returned checks. Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 – 0.

Treasurer Batton to write a policy on this.

c) Newsletters

Treasurer Batton inquired about sending out a newsletter with the monthly billings. The Board approved sending out newsletters 2 times/year.

d) Future CSTS Billing

There is \$6,708.35 in this account intended to be charged to future CSTS projects. In that more projects are not planned for the near future, the auditor suggested that it be addressed at this time.

The Board instructed Treasurer Batton to split this amount among the 3 existing projects, i.e. Territory, Stonebridge and the South Passage / Monterey Heights Homeowners Association in proportion to the number of lots in each project.

e) Contract with EcoCheck

Treasurer Batton is recommending that we review the contract with EcoCheck.

f) Status of Escrow Accounts

Treasurer Batton noted that she is not clear on when to bill developers for Development Review Team (DRT) meetings. She feels a policy should be developed. Staff to present a draft policy at the next meeting.

In addition, the Board asked that the Clerk bill for attending DRT meetings in the future.

The Board instructed Treasurer Batton to send notices of amounts due and owing to those accounts that are in arrears.

g) Transfer of Escrow Accounting responsibility

Clerk Jerry Maas noted that when he first assumed Clerk Duties, the Escrow accounts were handled by the treasurer. He assumed responsibility for this task in order to convert it to a computer application. In that the Treasurer is also maintaining a separate set of records for these escrow accounts, he is recommending that the Treasurer now take responsibility for them and avoid duplication.

The Board approved this recommendation.

h) Mail to Township

The Board feels that it is time to begin making accommodations to receive mail at the Town Hall. Supervisor Schommer will install a locking mailbox at curb at the Town Hall on Meadowview Blvd. Clerk Jerry Maas will retain the key for the box and be responsible to distribute the mail.

h) Investment / Purchasing Policy

This item was tabled until the next meeting.

i) Sign Policy Statements

The Township now has a Policy Manual in order to document and consistently apply policy. The Board signed the first 4 policies.

j) Town Hall Security System

Treasurer Holly Batton presented additional information from some proposed vendors.

Supervisor Bruce Nilsen inquired as to how long the alarm would sound.

Supervisor Bruce Nilsen made a motion to approve purchasing and installing an alarm system contingent on the alarm not sounding for an excessive length of time and that the township would have control over the phone number programmed as first responder. Supervisor Leroy Schommer offered a second, all in favor, motion carried 2 – 0 (Casey abstained)

k) Bryan Rock Proposal

Clerk Jerry Maas presented a proposal for 2007 from Bryan Rock for chips used in snow maintenance. Supervisor Bruce Nilsen made a motion to accept this proposal. Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 – 0.

l) Policy on Town Hall Rental

The board noted that renting the Town Hall by various groups is no longer viable, especially in view of the efforts required to enable and disable the alarm system.

Supervisor Leroy Schommer made a motion to discontinue this practice. Supervisor Bruce Nilsen offered a second, all in favor, motion carried 3 – 0.

m) Authorization for NAC to proceed on Zoning and Sub-Division Ordinance

Attorney Bob Ruppe has informed us that that one component of the application for Incorporation is a Zoning and Sub-Division Ordinance and noted that Township Planner Bob Kirmis lacked authorization to proceed with this.

Supervisor Leroy Schommer made a motion to authorize Bob Kirmis to proceed with preparing a preliminary Zoning and Sub-Division ordinance at a cost not to exceed \$2500. Supervisor Bruce Nilsen offered a second, all in favor, motion carried 3 – 0.

Review and Pay Bills

The Town Board approved the following claims for payment:

2/9/2007	3639	Integra Telecom	Phone Services	\$	357.85
2/9/2007	3640	Don Franek Landscaping	Erosion Control	\$	375.00
2/12/2007		Anchor Bank	February Withholding	\$	1,410.07
2/20/2007	3641	Gopher State One Call	Locate Services	\$	107.25
2/20/2007	3642	Private Underground	Locate Services	\$	64.50
2/20/2007	3643	Scott County Treasurer	Audit Work	\$	190.00
2/20/2007	3644	EcoCheck	January 2007 CSTS Costs	\$	5,043.51

Adjourn

There being no further business before the Town Board, Supervisor Bruce Nilsen made a motion to adjourn, Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 - 0. The meeting adjourned at 11:15 pm.

Submitted By: (s/) Jerald R. Maas
Township Clerk
Credit River Township

Approved By : (s/) Dan Casey
Chairman Board of Supervisors
Credit River Township